

**Secretariat**

23 August 2007

Information circular*

To: Members of the staff at Headquarters
From: The Assistant Secretary-General for Human Resources Management
Subject: **United Nations Staff Relief Committee for the Victims of the Earthquake in Peru**

1. On 15 August 2007 a devastating earthquake measuring 7.9 on the Richter scale hit areas of Peru, causing massive casualties and damage. Hundreds of thousands of people were affected by the earthquake, which struck cities and towns such as Ica, Pisco and Chincha. An estimated 80 per cent of the buildings were destroyed in Pisco by the earthquake, leaving thousands of people in urgent need of medical attention, food, water and shelter. With the approval of the Secretary-General and the support of the United Nations Staff Committee, staff at Headquarters have formed the United Nations Staff Relief Committee for the Victims of the Earthquake in Peru to collect donations from the staff at large to assist the victims of this devastating earthquake.

2. The Committee is comprised of: Jorge Voto-Bernales, Permanent Representative of Peru to the United Nations, Honorary Chairperson; Alicia Bárcena, Under-Secretary-General for Management, Chairperson; Patricia Tapia, Vice-Chairperson; Jessica Cairo-Chrysafi, Coordinator; Jaime Garreta, Co-Treasurer; Emad Hassanin, Co-Treasurer; Elizabeth Jiménez, Secretary; Alvaro Calderón, Buenaventura Juárez, Pedro Maisch, Gloria Mueller, Luis Rojas, Rosa Suárez and Ana Claudia Viñas, members.

3. Starting Friday, 24 August 2007, contributions in cash or cheque will be collected by authorized staff members on behalf of the Committee, who will go floor by floor and will be stationed in front of the cafeterias as well. All proceeds will be donated through an appropriate United Nations relief agency to assist the victims.

4. Contributions may be deposited at any branch of the United Nations Federal Credit Union, Account No. 949290 (United Nations Staff Relief Committee for Peru). Staff who are serving overseas and would like to contribute can do so by sending a wire transfer to the United Nations Federal Credit Union account number

* The expiration date of the present information circular is 1 October 2007.



given above using ABA routing No. 226078609. Contributions may also be made by cheque payable to the United Nations Staff Relief Committee for Peru and sent to: United Nations Staff Relief Committee for Peru, in care of Jaime Garreta, Co-Treasurer, Room FF-335B, United Nations Headquarters, New York, 10017. Contributions are being accepted until 30 September 2007.

**Secretariat**

27 August 2007

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Safety and Security

Subject: **Arrangements for admission to United Nations Headquarters during the sixty-second session of the General Assembly**

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises, as well as arrangements with respect to parking, catering facilities and commercial operations, during the sixty-second session of the General Assembly. A separate information circular will be issued describing additional arrangements for admission to the premises during the general debate, to be held from 25 September to 3 October 2007.

Admission to Headquarters buildings

2. Staff members, retirees, affiliates and accredited members of non-governmental organizations and the information media will be admitted to the United Nations premises only upon presentation of a valid United Nations building pass or laissez-passer. In view of the need for heightened security measures, the provisions of Secretary-General's bulletin ST/SGB/259 of 2 July 1993 on the wearing of building passes will be strictly enforced. It is the responsibility of staff members to ensure that their building passes are current. Expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service, located on the ground floor of the UNITAR Building at 45th Street and First Avenue, upon presentation of an application obtained from the staff member's Executive Office/Administrative Unit. Staff members who arrive without their building passes will be directed to the visitors' entrance at 46th Street, where they will be required to pass through a magnetometer. A day pass may be obtained at the information desk in the lobby of the General Assembly Building upon verification of the staff member's identity. The hours of operation of the information desk are 9 a.m. to 5.30 p.m.

* Expiration date of the present information circular: 12 September 2008.



Access at the 42nd and 46th Street entrances

3. During the sixty-second session, staff members, including those bearing only the United Nations laissez-passer, retirees, resident correspondents, physically challenged persons whose names are listed with the United Nations Medical Service and members of delegations will continue to have access through the entrance at 42nd Street and First Avenue. They are not required to be cleared at a screening area and may proceed into the premises at the ground-floor Secretariat lobby entrance upon presentation of a valid building pass. Owing to the heightened security arrangements currently in effect, the 46th Street entrance and screening area will be used by affiliates, accredited representatives of non-governmental organizations, interns, members of the information media (excluding resident correspondents) and those who possess courtesy, library and temporary building passes. The aforementioned persons using the 46th Street entrance are required to pass through a magnetometer. The 46th Street entrance will be open daily from 8 a.m. to 7 p.m. On weekends and holidays and during non-business hours when the 46th Street entrance is closed, magnetometer and X-ray screening will be conducted at the Secretariat entrance.

4. All large packages brought into the premises by all categories of persons, including staff and delegates, will be subject to security inspection.

Access through the delegates' entrance

5. During the sixty-second session, the pedestrian gate at 45th Street and First Avenue and the delegates' entrance to the building will be reserved for use by members of delegations and senior United Nations staff bearing gold-coloured building passes.

Pass and Identification Offices, UNITAR Building and North Lawn Facility

6. In preparation for the sixty-second session of the General Assembly, the Pass and Identification Office, located in Room U-100, UNITAR Building, 801 United Nations Plaza, near the corner of 45th Street and First Avenue, will be open to staff members and members of delegations. Representatives of non-governmental organizations and members of the media will be assisted with accreditation at the North Lawn Facility, located at the First Avenue and 47th Street entrance. The days and hours of operation of these two Pass and Identification facilities will be as follows:

<i>Date</i>	<i>Hours of operation</i>
Saturday and Sunday, 15 and 16 September	10 a.m.-6 p.m.
Monday, 17 September	8 a.m.-6 p.m.
Tuesday, 18 September	8 a.m.-6 p.m.
Wednesday, 19 September	8 a.m.-6 p.m.
Thursday, 20 September	8 a.m.-6 p.m.
Friday, 21 September	8 a.m.-6 p.m.
Saturday, 22 September	10 a.m.-6 p.m.
Sunday, 23 September	10 a.m.-8 p.m.

<i>Date</i>	<i>Hours of operation</i>
Monday, 24 September	7 a.m.-8 p.m.
Tuesday, 25 September	7 a.m.-6 p.m.
Wednesday, 26 September	8 a.m.-6 p.m.
Thursday, 27 September	8 a.m.-6 p.m.
Friday, 28 September	8 a.m.-6 p.m.
Saturday and Sunday, 29 and 30 September	Closed
Monday, 1 October	9 a.m.-5 p.m.
Tuesday, 2 October	9 a.m.-5 p.m.
Wednesday, 3 October	9 a.m.-5 p.m.
Thursday, 4 October	9 a.m.-5 p.m.
Friday, 5 October	9 a.m.-5 p.m.

As from Monday, 8 October 2007, all pass and identification operations will return to the Pass and Identification Office, located in Room U-100, UNITAR Building, 801 United Nations Plaza, near the corner of 45th Street and First Avenue. The hours of operation will be from 9 a.m. to 4.30 p.m., Monday through Friday, until the last day of the main part of the sixty-second session of the General Assembly, when the hours of operation will revert to 9 a.m. to 4 p.m.

Access for members of the information media

7. Members of the media with valid United Nations building passes may use the visitors' entrance at 46th Street and First Avenue. Resident correspondents may continue to use the entrance at 42nd Street and First Avenue and are exempt from magnetometer screening. Both resident correspondents with equipment and non-resident correspondents with or without equipment must pass through security screening at the 46th Street and First Avenue entrance. Camera crew members accompanying resident and non-resident correspondents, as well as all types of temporary correspondents, may use only the 46th Street entrance, where they and their equipment will be subject to security screening.

Access to restricted areas

8. In accordance with established procedures, the second floor of both the General Assembly Building and the Conference Building are reserved for members of delegations, staff conducting official business in those areas and accredited members of the information media. In all cases, valid United Nations building passes will be required. Members of non-governmental organizations will not have access to the restricted areas, and their access to meetings at Headquarters will be honoured upon verification of valid United Nations building passes and appropriate tickets issued for the day's meetings.

9. Access to the second floor of the General Assembly and Conference Buildings will be permitted only upon presentation of the appropriate colour-coded secondary pass, together with a United Nations building pass. Secondary passes will be issued by the Pass and Identification Unit, in accordance with arrangements made by

Executive Offices/Administrative Units. Building passes and secondary passes are subject to verification by security officers and must be worn prominently on the outer clothing of the bearer at all times.

10. Access to the second-floor South Lounge will require a secondary access pass. At certain times, special arrangements temporarily restricting access to the South Lounge for brief periods of time may be in effect.

11. Depending on the availability of space, staff members, retirees, interns and members of non-governmental organizations will be accorded access to the gallery seating areas of the General Assembly Hall and conference rooms upon presentation of their United Nations building passes. On certain days, however, special arrangements may be in effect.

Admission of non-United Nations persons

12. Staff members are reminded of the existing security arrangements, under which all visitors on official business (maximum of five) and invited guests (maximum of three), including family members, must enter through the visitors' entrance at 46th Street and pass through magnetometer screening prior to admission to the building. An information assistant will verify the visit with the respective staff member before a visitor's day pass is issued. Staff members must escort their visitors and guests at all times when they are in United Nations buildings. Visitors and guests, including children over the age of 17, will be required to submit a piece of personal identification bearing a photograph to the security officer stationed at the information desk. In order to avoid inconvenience, visitors and guests should be informed in advance that photo identification is required.

13. During the general debate and special sessions of the General Assembly, staff members are urged to restrict visits by outside persons to those involving official business only. For the period of the general debate, the information and reception desk in the General Assembly Building lobby will be relocated to the UNITAR Building, 45th Street and First Avenue, 45th Street entrance. It will be the responsibility of each staff member to meet his or her guests at the information desk and to accompany them at all times. No guests will be permitted to enter restricted areas.

Tours

14. Regular guided tours will be suspended from 4 p.m. on Friday, 21 September, to the close of business on Friday, 5 October. On Saturday, 6 October, at 9.30 a.m., guided tours will resume and the building will reopen to the public.

Traffic in the Secretariat Circle

15. Vehicular access through the gate at First Avenue and 43rd Street will continue to be restricted except for vehicles of heads of delegation of the Permanent and Observer Missions to the United Nations. However, exceptions will be made for disabled persons, upon appropriate certification by the Medical Service. During the general debate, escorted motorcades will also be allowed access.

Parking

16. Parking for staff members in the garage will be limited to those who possess a regular parking permit. Parking permits must be readily visible to security officers at entry points and prominently displayed while the vehicles are parked on the premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of valid United Nations building passes must leave the vehicle before it enters the premises.

17. Vehicles other than those belonging to the heads of delegation of the Permanent or Observer Missions to the United Nations will be required to enter the garage via the 48th Street entrance. Vehicles may enter only through the 48th Street entrance between 6 a.m. and 8 p.m. and leave only through the 42nd Street exit between 6 a.m. and 7 p.m., from Monday to Friday. At all other times, including Saturdays and Sundays, vehicles must enter and exit through the main gate at 43rd Street. Traffic lanes on the service road and roadways in the garage must be kept free of stationary vehicles at all times.

18. All vehicles entering the premises are subject to search.

Dining room, other catering facilities and commercial operations

19. The hours of service for the Delegates' Dining Room are 11.30 a.m. to 2.30 p.m. Since the demand at 1 p.m. is usually heavy, staff members are encouraged to make reservations for the Delegates' Dining Room (ext. 3-7625) for 11.30 a.m. During the general debate, access to the Delegates' Dining Room for lunch will be restricted to persons holding a valid United Nations building pass or laissez-passer. From Monday, 24 September, to Friday, 5 October 2007, reservations for private dinners or receptions will be accepted only from Permanent and Observer Missions and from United Nations bodies. It should also be noted that during the period from 24 September to 29 September 2007, no guest without prior United Nations accreditation may be invited to those functions. As is customary, the Ex-Press Bar on the third floor of the General Assembly Building may not be used for parties when the General Assembly is meeting or while a meeting is in progress.

20. Staff members whose lunch hour is not determined by the schedule of meetings are urged to use the cafeteria when it is least crowded, that is, before 12.15 p.m. and after 1.45 p.m. Alternative facilities in the following areas may also be used: the Staff Café on the fourth floor of the Secretariat Building; the United Nations Correspondents Association Club on the third floor of the Secretariat Building; the Vendery on the third floor of the General Assembly Building; the cafeteria on the third floor of the DC-1 Building; and the cafeteria located on the first floor of UNICEF House.

21. The hours of operation of the various facilities during the sixty-second session of the General Assembly will be as follows:

11 September 2007 to 8 September 2008**Main cafeteria (Secretariat Building, first floor)**

Monday-Friday	8 a.m.-7.30 p.m.
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Staff Café (Secretariat Building, fourth floor)

Monday-Friday	12 noon-3 p.m.
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Vendery (General Assembly Building, third floor)

Seven days a week	Available 24 hours
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North Lounge (Conference Building, second floor)

Monday-Friday (snack bar)	10 a.m.-5 p.m.
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Monday-Friday (bar)	11 a.m.-8 p.m.
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Delegates' Dining Room (Conference Building, fourth floor)

Monday-Friday	11.30 a.m.-2.30 p.m.
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Café Austria (General Assembly Building, first basement)

Monday-Friday	8 a.m.-6 p.m.
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DC-1 cafeteria, third floor

Monday-Friday	8 a.m.-6 p.m.
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UNICEF cafeteria (UNICEF House, first floor)

Monday-Friday	8.30 a.m.-4.30 p.m.
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Coffee Shop (General Assembly Building concourse, first basement)

Seven days a week	8.45 a.m.-4.45 p.m.
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Gift Centre (General Assembly Building concourse, first basement)

Seven days a week	9 a.m.-5.30 p.m.
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United Nations Postal Administration stamp counter (General Assembly Building concourse, first basement)

Seven days a week	9 a.m.-5.30 p.m.
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Bookshop (General Assembly Building concourse, first basement)

Seven days a week	9 a.m.-5.30 p.m.
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Secretariat

14 September 2007

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for the Department of Safety and Security

Subject: **Additional arrangements for admission to the United Nations Headquarters during the Secretary-General's high-level event on climate change, on 24 September, and for the period of the general debate of the sixty-second session of the General Assembly, from 25 September through 3 October 2007**

1. The present circular describes arrangements that will be in effect at Headquarters for admission to the premises during the Secretary-General's high-level event on climate change, on Monday, 24 September, and during the period of the general debate of the sixty-second session of the General Assembly, from Tuesday, 25 September, through Wednesday, 3 October 2007. Due to heightened security measures throughout New York City and at Headquarters, the section of First Avenue in front of the United Nations will be closed to vehicular traffic from Monday, 24 September, through Friday, 28 September 2007. As conditions permit, this restriction may be eased by the host country law enforcement authorities. At the present time, it is expected that on the weekend of 22 and 23 September, First Avenue will be open to vehicular traffic, with the exception of buses and trucks.
2. The United Nations will be closed to the public from 4 p.m. on Friday, 21 September, until 9 a.m. on Thursday, 4 October 2007. During this period, regular guided tours will be suspended. While the premises are closed to the public, staff members are requested to schedule any appointments with visitors and guests at locations away from the Headquarters site. The premises will reopen to the public on Thursday, 4 October 2007, when guided tours will resume a regular schedule.
3. During this period, individuals holding temporary (non-photo) passes, recreational club passes and courtesy passes (with the exception of protocol courtesy passes) will not be given access to the United Nations complex. In addition, outside messengers, guests and holders of library building passes will not be admitted. This should be taken into account when scheduling all appointments and meetings during this period. Since access to the premises will not be granted to

* Expiration date of the present information circular: 4 October 2007.



family members, staff should make all necessary arrangements in advance in this regard. During this period, all bags entering the United Nations complex will be subject to search.

Access through the Delegates Entrance

4. During this period of heightened security, as a result of the constant flow of motorcades and other vehicular traffic, the usual pedestrian entrance for delegates at 45th Street and First Avenue will be closed for normal use. The south side of the 46th Street and First Avenue entrance will be reserved for pedestrian use by members of delegations and senior United Nations staff bearing gold-coloured building passes.

Access for representatives of non-governmental organizations, the media, retirees, staff, affiliates and interns

5. A screening and accreditation centre has been installed in a tent located at the 47th Street entrance near the North Lawn area. Representatives of non-governmental organizations, the media, affiliates and interns will use the 46th Street crossing point and will be directed north to the 47th Street gate and the North Lawn facility for accreditation, as necessary, and for security screening. They will use the special access walkway next to the globe sculpture (gift of Italy), to enter the General Assembly Building from the Visitors Plaza, at the Canadian doors.

6. For two days before and on the day of the high-level event, from Saturday, 22 September, until Monday, 24 September, representatives of non-governmental organizations who possess a valid United Nations building pass and an appropriate meeting ticket will have access to the premises. During the period of the general debate, from Tuesday, 25 September, until Wednesday, 3 October, representatives of non-governmental organizations will not be granted access to the premises.

7. Members of the media who are not yet accredited will be required to go through an accreditation and screening process at the North Lawn facility. Magnetometer and X-ray screening of media equipment will be conducted at this facility. In connection with the closure of First Avenue, the traffic median (Press Island) at 46th Street and First Avenue will be used by satellite communication vehicles and their personnel.

8. Retirees will not be granted access to the premises from Saturday, 22 September, through Friday, 28 September 2007.

Access to restricted areas

9. During the period Saturday, 22 September, through Friday, 28 September 2007, access to the restricted areas will be given to those bearing United Nations building passes and the appropriate colour-coded access passes (secondary passes).

10. The bilateral meeting areas are located on the second, third and fourth balconies of the General Assembly Building and in the General Assembly Building lobby. Those areas will be reserved for members of delegations and staff conducting official business and will require proper United Nations building passes for access.

11. The North Lounge on the second floor of the Conference Building will be accessible to staff members with secondary passes who are conducting official

business in the lounge during this period. The South Lounge will be utilized during this period as an area for delegations to hold informal interviews with the press. Therefore, access to the South Lounge is restricted to accredited members of the media and members of delegations invited for interviews.

12. To the extent that space is available, staff members will be accorded access to the gallery seating areas of the General Assembly Hall upon presentation of their United Nations building passes. On certain days, however, special arrangements may be in effect.

Closure of First Avenue

13. It is anticipated that the area in front of the United Nations along First Avenue from 42nd Street to 46th Street will be closed to all vehicular traffic, with the exception of identified motorcades, from Monday, 24 September, through Friday, 28 September 2007. Delegations and staff members may cross First Avenue at 42nd Street, 46th Street or 49th Street, upon presentation of their building passes. The vehicular crossing point at 46th Street is expected to be particularly congested. A vehicular checkpoint will be established at Second Avenue and 46th Street. Please allow additional time to clear the checkpoint.

14. The street crossing points at 42nd and 46th Streets will be closed at various times throughout the day owing to the arrival and departure of motorcades. Therefore, during intermittent closings of First Avenue, the only vehicular entry point to the premises will be through the crossing point left of 49th Street and FDR Drive, via the checkpoint at the south-east corner of 48th Street.

15. Staff members using the 46th Street crossing point will be directed to the 46th Street Visitors Gate. Staff members will enter the General Assembly Building from the Visitors Plaza, at the Canadian Doors, and will be routed downstairs through the Gift Shop area towards the Conference Building (1B), and may proceed from there to their offices.

16. Staff members and affiliates who encounter difficulty in gaining access should seek assistance from United Nations security personnel assigned to the crossing points. Further assistance can be obtained at the Information and Reception Unit help desk, located in the lobby of the UNITAR Building on 45th Street and First Avenue (entrance on 45th Street).

17. The Secretariat Circle will be closed to vehicular traffic, except for escorted motorcades of Heads of State/Government and high threat-level motorcades. The garage entrance at 48th Street will remain open 24 hours a day from 8 a.m. on Saturday, 22 September, until the close of business on Friday, 28 September 2007. The garage exit at 42nd Street will remain open 24 hours a day when First Avenue is closed to traffic during this period. When First Avenue reopens to traffic, vehicles may leave the garage through the up-ramp to the Secretariat Circle and exit at 43rd Street and First Avenue.

Alternative access route

18. Passenger vehicles with valid authorization to park in the United Nations garage will be allowed to proceed east along 46th Street to First Avenue and 48th Street to the garage entrance.

19. From Monday, 24 September, until Friday, 28 September, the following access routes will be in effect:

(a) Vehicles travelling south on Second Avenue should proceed to 45th Street in the right lane, make a right turn on 45th Street to Third Avenue, make another right turn onto 46th Street, then bear left into the left lane and proceed to the checkpoint on the north-west corner of 46th Street and Second Avenue. From that location, vehicles will be directed across Second Avenue to the 46th Street vehicular access route that leads to the 48th Street garage entrance;

(b) Whenever First Avenue is closed to vehicular traffic, authorized vehicles may utilize the established alternative route through which access can be gained to Headquarters by travelling southbound on the FDR Drive. Upon exiting the FDR Drive, motorists will turn right on 49th Street while staying in the extreme left lane, which will permit them to proceed south on First Avenue to the security checkpoint at the garage entrance. This year, the route will be available from 4 a.m. on Monday, 24 September, through Friday, 28 September. During this period, the FDR Drive may be closed at intervals throughout the day.

Closure of the garage

20. For security reasons, the garage will be closed for parking from 8 p.m. on Friday, 21 September, and will reopen for authorized vehicles at 8 a.m. on Saturday, 22 September. All vehicles must be removed not later than 8 p.m. on Friday, 21 September, until the reopening of the garage.

Alternative parking while the garage is closed

21. To accommodate staff who will not have access to the United Nations garage after 8 p.m. on Friday, 21 September, parking has been allocated in the following locations: both sides of First Avenue from 34th Street to 40th Street, west side of Second Avenue from 34th Street to 40th Street, and both sides of First Avenue from north of 49th Street to 52nd Street. Properly identified vehicles will be permitted parking in these locations from 8 p.m. on Friday, 21 September, to 8 a.m. on Saturday, 22 September 2007. A special parking decal, which can be obtained from the Garage Administration, should be displayed on the dashboard of the vehicle and will be honoured by the authorities of the Host Government. Please note that parking at bus stops and hydrants and double-parking are not permitted.

Vehicle security checks

22. Owing to the traffic restrictions, staff members are encouraged to use public transportation from Monday, 24 September, through Friday, 28 September. All vehicles entering the garage are subject to search. Significant delays should be expected. Please limit the contents inside the vehicle to expedite security clearance.

Dining room, other catering facilities and commercial operations

23. It is anticipated that a very large number of security, support and other staff accompanying Heads of State and Government will be on the premises and will use the catering facilities at the United Nations. To the extent possible, the facilities will be expanded to accommodate them. In addition, the hours of operation for some catering facilities normally used by staff will change during this period. The hours of operation of the various catering facilities for Friday, 21 September, through Friday, 5 October 2007, will be as follows:

Cafeteria (Secretariat Building, first floor)

Friday (21 September)	7 a.m.-8.30 p.m.
Saturday-Sunday (22 September-23 September)	8 a.m.-7 p.m.
Monday-Friday (24 September-28 September)	7 a.m.-8.30 p.m.
Saturday (29 September)	8 a.m.-4 p.m.
Sunday (30 September)	<i>Closed</i>
Monday-Friday (1 October-5 October)	7 a.m.-8.30 p.m.

Staff Café (Conference Building, fourth floor)

Friday (21 September)	12 noon-3 p.m.
Monday (24 September)	<i>Closed</i>
Tuesday-Friday (25 September-28 September)	12 noon-3 p.m.
Monday-Friday (1 October-5 October)	12 noon-3 p.m.

Café Austria (Conference Building, first basement)

Friday-Tuesday (21 September-25 September)	<i>Closed</i>
Wednesday-Friday (26 September-28 September)	8 a.m.-6 p.m.
Monday-Friday (1 October-5 October)	8 a.m.-6 p.m.

UNCA Club

Friday (21 September)	9 a.m.-4 p.m.
Monday-Friday (24 September-28 September)	9 a.m.-4 p.m.

UNDC-1 Cafeteria, third floor

Friday (21 September)	8 a.m.-6 p.m.
Monday-Friday (24 September-5 October)	8 a.m.-6 p.m.

UNICEF Cafeteria (UNICEF House, first floor)

Friday (21 September)	8.30 a.m.-4.30 p.m.
Monday-Friday (24 September-5 October)	8.30 a.m.-4.30 p.m.

24. During the period 21 September through 3 October, the Delegates Dining Room will be open from Monday to Friday, from 11.30 a.m. to 2.30 p.m. Access and seating will require the presentation of United Nations building passes valid for the sixty-second session of the General Assembly. During this period, reservations for private dinners or receptions will be accepted only from permanent and observer missions and United Nations bodies, and no guest without prior United Nations accreditation may be invited to such functions. Please note that the Delegates Dining Room will be closed on Monday, 24 September, and will reopen on Tuesday, 25 September, at 11.30 a.m.



Secretariat

20 September 2007

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Post adjustment classification for New York**

1. The International Civil Service Commission has determined that the requirement for the application of post adjustment multiplier 65 for staff in the Professional and higher categories serving in New York has been met as at 1 September 2007. Consequently, effective 1 September 2007, the post adjustment multiplier for New York is being revised from 59.9 to 65.
2. The annual amounts of post adjustment at multiplier 65 for each salary level and step are shown in the annex to the present circular.
3. The implementation of the revised post adjustment multiplier will be reflected in the end-of-September 2007 payroll.

* The present circular, which cancels and supersedes ST/IC/2007/4 of 12 January 2007, will be in effect until further notice.



2 Annex

Post adjustment multiplier 65

(United States dollars)

Effective 1 September 2007

Level	Steps														XVI
	I	II	III	IV	V	VI	XVII	XVIII	XIX	XX	XXI	XXII	XXIII	XXIV	
Under-Secretary-General															
USG	Net D	86 981 70													
	Net S	78 278 85													
Assistant Secretary-General															
ASG	Net D	79 779 05													
	Net S	72 242 30													
Director															
D-2	Net D	66 763 45	68 065 40	69 368 65	70 671 90	71 974 50	73 277 10								
	Net S	61 334 00	62 433 80	63 529 05	64 621 05	65 709 80	66 794 00								
Principal Officer															
D-1	Net D	61 466 60	62 610 60	63 753 30	64 897 30	66 041 30	67 184 65	68 328 65	69 472 65	70 616 00					
	Net S	56 814 55	57 809 05	58 800 30	59 790 25	60 777 60	61 763 00	62 745 15	63 726 00	64 703 60					
Senior Officer															
P-5	Net D	51 758 20	52 731 90	53 704 95	54 677 35	55 651 05	56 623 45	57 597 15	58 570 20	59 543 25	60 516 30	61 488 70	62 462 40	63 435 45	
	Net S	48 083 75	48 948 25	49 810 15	50 672 05	51 532 00	52 389 35	53 246 70	54 102 10	54 955 55	55 807 70	56 658 55	57 508 10	58 356 35	
First Officer															
P-4	Net D	43 160 65	44 099 25	45 038 50	45 977 10	46 916 35	47 855 60	48 794 85	49 733 45	50 672 70	51 610 65	52 549 90	53 488 50	54 427 75	55 367 00
	Net S	40 192 10	41 047 50	41 901 60	42 754 40	43 606 55	44 457 40	45 308 25	46 157 80	47 006 05	47 854 95	48 701 25	49 547 55	50 393 20	51 238 20
Second Officer															
P-3	Net D	35 789 00	36 658 05	37 528 40	38 396 15	39 266 50	40 134 90	41 003 30	41 873 65	42 743 35	43 611 75	44 482 10	45 349 85	46 220 20	47 088 60
	Net S	33 406 75	34 206 25	35 007 05	35 805 25	36 606 05	37 404 25	38 203 75	39 003 25	39 802 10	40 601 60	41 397 85	42 195 40	42 991 65	43 787 90
Associate Officer															
P-2	Net D	29 672 50	30 450 55	31 227 95	32 005 35	32 782 75	33 559 50	34 337 55	35 113 65	35 891 70	36 670 40	37 446 50	38 225 20		
	Net S	27 831 70	28 537 60	29 240 90	29 945 50	30 649 45	31 354 70	32 071 00	32 784 70	33 502 30	34 217 30	34 931 65	35 648 60		
Assistant Officer															
P-1	Net D	23 489 05	24 237 20	24 963 40	25 731 55	26 477 75	27 224 60	27 972 75	28 720 25	29 465 80	30 213 30				
	Net S	22 157 85	22 846 20	23 534 55	24 223 55	24 911 25	25 598 95	26 287 05	26 967 85	27 645 15	28 321 80				

D = Rate applicable to staff members with a dependent spouse or child

S = Rate applicable to staff members with no dependent spouse or child



20 September 2007

Information circular***To:** Members of the staff**From:** The Assistant Secretary-General for Human Resources Management**Subject:** **Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category**

1. The current procedure for adjusting the scale of pensionable remuneration for staff in the Professional and higher categories provides for this scale to be revised on the same date as the net remuneration amounts (base salary plus post adjustment) of staff in the Professional and higher categories in New York are adjusted. The scale of pensionable remuneration for those categories, in accordance with the provisions of article 54 (b) of the Regulations of the United Nations Joint Staff Pension Fund, must be adjusted with the same effective date and by the same percentage as the net remuneration increase.
2. As indicated in information circular ST/IC/2007/37 of 20 September 2007, the International Civil Service Commission determined that the requirement for post adjustment multiplier 65 for staff in the Professional and higher categories in New York had been met as at 1 September 2007. Therefore, the revised post adjustment multiplier 65 was authorized for New York with effect from 1 September 2007.
3. In accordance with the procedure described in paragraph 1 above, the Chairman of the International Civil Service Commission has promulgated the consequent revised scale of pensionable remuneration applicable to staff in the Professional and higher categories, with effect from 1 September 2007. The revised scale is reproduced in annex I to the present circular.
4. The pensionable remuneration amounts for staff in the Field Service category will also be revised with effect from 1 September 2007. The revised scale is set out in annex II to the present circular.
5. The September 2007 statements of earnings and deductions will reflect the changes in the monthly pension contributions resulting from the revised scales of pensionable remuneration contained in annexes I and II to the present circular.

* The present circular, which cancels and supersedes ST/IC/2006/38 of 11 September 2006, will be in effect until further notice.



Annex I

Pensionable remuneration for staff in the Professional and higher categories

(United States dollars)

Effective 1 September 2007

Level	Steps														
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General															
USG	270 172														
Assistant Secretary-General															
ASG	249 714														
Director															
D-2	207 643	212 364	217 082	221 796	226 514	231 231									
Principal Officer															
D-1	188 733	192 604	196 474	200 336	204 207	208 269	212 417	216 563	220 703						
Senior Officer															
P-5	157 048	160 340	163 629	166 924	170 215	173 506	176 795	180 091	183 380	186 672	189 965	193 264	196 792		
First Officer															
P-4	128 194	131 367	134 532	137 700	140 875	144 040	147 209	150 382	153 549	156 715	159 882	163 062	166 226	169 395	172 567
Second Officer															
P-3	105 360	108 052	110 740	113 425	116 119	118 807	121 495	124 188	127 003	129 945	132 884	135 822	138 764	141 703	144 643
Associate Officer															
P-2	86 437	88 848	91 249	93 655	96 061	98 465	100 870	103 272	105 681	108 086	110 489	112 896			
Assistant Officer															
P-1	67 308	69 625	71 935	74 245	76 558	78 867	81 183	83 491	85 804	88 114					

Annex II

Pensionable remuneration for staff in the Field Service category

(United States dollars)

Effective 1 September 2007

Level	Steps														
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
FS-7	127 489	130 838	134 190	137 533	140 882	144 040	147 585	150 932	154 282	157 629	160 979	164 332			
FS-6	106 055	108 871	111 690	114 497	117 312	120 128	122 937	125 782	128 852	131 929	135 008	138 079			
FS-5	91 299	93 694	96 097	98 498	100 902	103 300	105 703	108 102	110 506	112 906	115 309	117 707	120 109		
FS-4	80 084	82 081	84 071	86 065	88 055	90 050	92 041	94 038	96 027	98 020	100 013	101 940	103 997	105 991	107 983
FS-3	70 281	71 979	73 674	75 369	77 058	78 757	80 454	82 144	83 842	85 526	87 224	88 919	90 618	92 309	94 007
FS-2	61 919	63 342	64 845	66 340	67 836	69 332	70 763	72 325	73 822	75 324	76 817	78 314			
FS-1	55 115	56 331	57 543	58 752	59 963	61 182	62 395	63 682	64 999	66 311					